# WENATCHEE ARTS, RECREATION AND PARKS COMMISSION MEETING AGENDA

Tuesday June 19, 2018 4:00-5:00pm
Weantchee Public Services Center – Lower Level Training Room
1350 McKittrick Street, Wenatchee, WA 98801

**ROLL CALL:** (At least 5 Board members must be present for a quorum)

<b>Board Position</b>	Name	Officer	Term Ends	<b>Term Number</b>
Position 1	Sara Urdahl	Chair	December 31, 2019	Term 2
Position 2	Lisa Adan		December 31, 2019	Term 1
Position 3	Raylene Dowell		December 31, 2020	Term 2
Position 4	Blake Morrell		December 31, 2020	Term 1
Position 5	Brooke Page		December 31, 2020	Term 1
Position 6	Patrick Farrar		December 31, 2018	Term 1
Position 7	Marlin Peterson		December 31, 2018	Term 1
Position 8	Dan Langager	Vice Chair	December 31, 2018	Term 1
Position 9	Sophia Dillon		June 30, 2018	Term 1

#### **PUBLIC COMMENT:**

The "Public Comments" period is to provide the opportunity for members of the public to address the Board on items not on the agenda. The Board Chair will ask if there are any citizens wishing to address the Board. When recognized, please step up to the microphone, give your name and mailing address, and state the matter of your interest. If your interest is an agenda item, the Chair may suggest that your comments wait until that time. Citizen comments are limited to three minutes.

# **REGULAR AGENDA:**

1.	Minutes from the May 15, 2018 meeting	Possible Action	1 minute
2.	Fee Update	Possible Action	10 minutes
3.	Commission Candidate Interview	Possible Action	10 minutes
4.	Election of Officers	Possible Action	5 minutes
5.	Project updates	Informational	10 minutes
6.	Grant report	Informational	2 minutes
7.	City Council items	Informational	2 minutes
8.	Commissioner Comments and Committee Reports	Informational	2 Minutes

**NEXT REGULAR MEETING:** Tuesday July 17, 2018 at 4:00pm at the Public Services Center

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Mayor's office at (509) 888-6204 (TTY 711). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title 1.)



To: Arts, Recreation and Parks Commission

From: Dave Erickson, Parks, Recreation and Cultural Services Director

Re: Minutes from the May 15, 2018 meeting

Date: May 16, 2018

### **ACTION REQUESTED:**

Move approval of the minutes from the May 15, 2018 meeting of the Arts, Recreation and Parks Commission.

#### **BACKGROUND:**

# WENATCHEE ARTS, RECREATION AND PARKS COMMISSION MEETING MINUTES

Tuesday, May 15, 2018 Wenatchee Public Services Center 1350 McKittrick Street, Wenatchee, WA 98801

**CALL TO ORDER:** The meeting was called to order at 4:00 p.m. by Commissioner Adan.

IN ATTENDANCE: Morrell, Dowell, Adan, Farrar, Langager, Dillon

**ABSENT:** Urdahl (ex), Peterson (ex), Page (ex)

**PUBLIC COMMENTS:** None.

#### **REGULAR AGENDA:**

- 1. Minutes from the March 20, 2018 Meeting. Commissioner Farrar moved approval of the minutes from the March 20, 2018 meeting of the Arts, Recreation and Parks Commission, seconded by Morrell. Motion carried 5-0.
- 2. **Orchard Middle School Out of The Box.** Sara Rolfs and Adele Caemmerer attended the meeting and provided information about a project to create art for the Washington Park utility cabinets that they have been working on with 8<sup>th</sup> grade students at Orchard Middle School. The students concept art was presented. Commissioners narrowed the artwork to two finalists. Adele will follow up with the students and staff to refine the artwork.
- 3. **Park Area Naming Request.** A request to name the Community Center Community Garden was received. Following a discussion, *Commissioner Farrar moved, seconded by Commissioner Dillon to solicit additional input from the community, from those that donated to construct the*

garden and those currently using the garden and bring any additional names submitted back to the Commission at the July meeting. Motion carried 5-0.

- 4. **Election of Officers.** Commissioner Langager volunteered to serve as Vice Chair of the Commission. *His appointment was confirmed by a 5-0 vote.* With no nomination or volunteers for the position of secretary, the item was carried forward to the next meeting.
- 5. **Project Updates.** An update of current departmental activities was presented.
- **6. City Council Items.** A report of the upcoming parks and recreation related items that the City Council will be considering was presented.
- 7. **Grant Update.** An update of current grant related work was presented.
- **8. Commissioner and Committee Reports**. A Parks and Facilities Committee meeting is tentatively scheduled for 4pm on May 30.

**ADJOURN:** The meeting was adjourned at 4:49 p.m.



To: Arts, Recreation and Parks Commission

From: Dave Erickson, Parks, Recreation and Cultural Services Director

Re: Parks and Recreation Fees

Date: May 29, 2018

#### **ACTION REQUESTED:**

If satisfied with the proposed change, move approval of the parks and recreation fees as proposed.

#### **BACKGROUND:**

The City of Wenatchee Parks, Recreation and Cultural Services Department charges a variety of fees for the services it provides and facilities that it operates. These fees are reviewed and updated annually to ensure that they are consistent with the local market, are appropriate for the services that are provided, recover costs, are consistent with the pricing plan and include any proposed new programs.

For 2019, staff is proposing the addition of a drop-in volleyball punch card fee. This is described below and also indicated in red in the fee table.

### DROP IN VOLLEYBALL PUNCH CARD

Participants for the drop in volleyball program pay each time they attend the program. Staff is proposing the addition of a 10 visit punch card to provide a more convenient payment option for customers. Punch cards would be presold at the Parks, Recreation and Cultural Services Office for inventory control.

There are no other proposed changes at this time.

### PARKS AND RECREATION FEES AND CHARGES

Residents are classified as living within the Wenatchee City Limits

\* Includes Washington State Sales Tax

Swimming Pool Fees	Resident	Non Resident
GENERAL ADMISSIONS		
Public Swim*:		
Toddler:	\$1.00	\$1.00
Youth:	\$3.00	\$3.25
City Recreation Day Camp Participant:	\$1.00	\$1.00
Adult:	\$3.00	\$3.25
Senior:	\$2.00	\$2.25
Family:	\$7.00	\$7.75

Lap Swim*:		
Youth:	\$2.00	\$2.25
Adult:	\$3.00	\$3.25
Senior:	\$2.00	\$2.25
	7-100	7-1-5
Promotional Swim*:	\$1.00	\$1.25
Summer Swim League*:	\$75.00	\$82.50
Dog Paddle Swim*:	\$5.00	\$5.50
General Admission 10 visit punch card*:		
Youth:	\$27.00	\$29.25
Adult:	\$27.00	\$29.25
Senior:	\$18.00	\$20.25
Season Pass*:		
Toddler:	\$21.00	\$23.00
Youth:	\$63.00	\$69.00
Adult:	\$63.00	\$69.00
Senior:	\$42.00	\$46.00
Family:	\$148.00	\$162.00
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Shower Only:	\$1.00	\$1.25
CLASSES		
Swimming Lessons (per 30 minute lesson):	\$3.00	\$3.30
Adult Lessons (per 45 minute lesson):	\$6.25	\$7.00
,		
Water Exercise Class*:		
Youth:	\$3.00	\$3.25
Adult:	\$4.00	\$4.50
Senior:	\$3.00	\$3.25
Water Exercise 10 visit discount card*:	<b>73.00</b>	<b>75.25</b>
Youth:	\$27.00	\$29.25
Adult:	\$36.00	\$39.50
Senior:	\$27.00	\$29.25
DENTALC		
RENTALS		
Public Pool Rental:		
	¢100/ha	¢110/ha
0-100 people	\$100/hour	\$110/hour
101-150 people	\$122/hour	\$134/hour
151-200 people	\$144/hour	\$158/hour
201-250 people	\$164/hour	\$180/hour
251 to capacity	\$193/hour	\$212/hour

Diving tank only:	\$40/hour	\$44/hour	
Competitive Team Rentals:			
Swim Meet Rental: Practice Rental Rate (per lane per hour):	\$600/day \$5.00	\$600/day \$5.00	
Recreation Program Fees	Resident No	n Resident	
SPECIAL NEEDS			
Special Needs Exercise*: Special Olympic Programs*:	\$21.00 \$5.25	\$21.00 \$5.25	
ATHLETICS			
Track*: Run, Jump and Throw Tennis Lessons (per 5 lesson session): Youth Basketball Instruction Program: Women's Volleyball League*: Drop-In Volleyball*: Drop-In Volleyball 10 Visit Pass*: Pickle Ball: Youth Athletic Team Sponsorship: Adult Kickball League*:  OUTDOOR RECREATION Row and Paddle Camp*: Hiking and Nature Camp: Guided Family Hikes Junior Paddle Camp:	\$37.00 \$10.00 \$31.50 \$48.50 \$19.00 \$1.00 <b>\$9.00</b> \$1.00 \$100.00 \$150.00/team \$42.00 \$5.00 \$21.00	\$40.50 \$11.00 \$35.00 \$53.00 \$21.00 \$1.50 <b>\$13.50</b> \$1.00 \$100.00 \$165.00/team \$46.00 \$46.00 \$5.50 \$23.00	
Family Camp (up to 6 people) *: Family Camp (each additional person) *: Snow Shoe Instruction Program: Youth Adult	\$25.00 \$5.00 \$5.25 \$8.00	\$27.50 \$5.50 \$6.00 \$8.50	
POUTH AND FAMILY Day Camp (per person per day): Late pick up fee (per 15 minutes): Tween Camp (per person per day)*: Indoor Playground*: Indoor Playground 10 Visit Fun Pass*: Parent's Night Out*:	\$23.00 \$10.00 \$25.00 \$1.00 \$9.00 \$15.00	\$25.00 \$10.00 \$27.50 \$1.50 \$13.50 \$16.50	

#### **Park Fees**

Picnic shelter reservation fee for groups of less than 200 people:

	Mon-Thurs	Mon-Thurs	Fri-Sun	Fri-Sun
	Resident	Non Resident	Resident	Non Resident
	0-4 hours/Day	0-4 hours/Day	0-4 hours/Day	0-4 hours/Day
Rotary Park	\$37.00/\$79.00	\$40.50/\$87.00	\$53.00/\$111.00	\$58.00/\$122.00
Washington Par	k \$37.00/\$79.00	\$40.50/\$87.00	\$53.00/\$111.00	\$58.00/\$122.00
Lincoln Park	\$37.00/\$79.00	\$40.50/\$87.00	\$53.00/\$111.00	\$58.00/\$122.00
Kiwanis Park	\$11.00/\$26.50	\$11.50/\$29.00	\$12.50/\$30.50	\$14.00/\$34.00
Saddle Rock	\$37.00/\$79.00	\$40.50/\$87.00	\$53.00/\$111.00	\$58.00/\$122.00

Stage reservation fee for groups of less than 200 people:

	Mon-Thurs	Mon-Thurs	Fri-Sun	Fri-Sun
	Resident	Non Resident	Resident	Non Resident
	0-4 hours/Day	0-4 hours/Day	0-4 hours/Day	0-4 hours/Day
Lincoln Park	\$37.00/\$79.00	\$40.50/\$87.00	\$53.00/\$111.00	\$58.00/\$122.00
Centennial Park	\$37.00/\$79.00	\$40.50/\$87.00	\$53.00/\$111.00	\$58.00/\$122.00

Wading Pool Rental (4 hour minimum): Resident: \$40/hour Non Resident: \$44/hour

Other park areas available to rent for groups of less than 200 people:

Pioneer Park (fireplace area)

Resident: \$37.00/\$79.00

Non Resident: \$40.50/\$87.00

Memorial Park (non-special event)

Resident: \$37.00/\$79.00

Non Resident: \$40.50/\$87.00

	Resident	Non Resident
Alcoholic Beverage Area Permit:	\$100.00	\$110.00
Special Event Permit Fee for groups of 200 or more people:  Special Event Permit Fee:	\$190.00	\$209.00
Park Maintenance Call Out Service Fee (2 hour minimum):	\$50.00/hou	\$50.00/hour
Damage and cleaning deposit (Resident and Non-Resident)  Damage and cleaning billed at \$160 per hour plus materials or charge	\$500.00 es.	\$500.00
Park Concession Fees: Park Concession Permit Fee: Concession Operation Fee:	\$100.00 \$25.00/wee	\$100.00 k \$25.00/week

Transaction/Change Charge: Equal to 25 percent of the registration or reservation fee.

Refund Processing Fee: Fee shall be equal to 25 percent of the registration or reservation fee rounded to the nearest \$.25.

Park Concession Fees:

Park Concession Permit Fee: \$100.00 \$100.00 Concession Operation Fee: \$25.00/week \$25.00/week



To: Arts, Recreation and Parks Commission

From: Dave Erickson, Parks, Recreation and Cultural Services Director

Re: Commission Candidate Interview

Date: May 15, 2018

# **ACTION REQUESTED:**

The motion would read: "I move to recommend the re-appointment of Sophia Dillon to position 9 of the Arts, Recreation and Parks Commission and forward the recommendation to the City Council for consideration."

#### **BACKGROUND:**

Sophia Dillon is scheduled to complete her first, one year term on the Commission on June 30, 2018. The one year, student member term ends in June to coincide with the school year. She is eligible and desiring reappointment to the Commission.

Staff recommends her reappointment.



To: Arts, Recreation and Parks Commission

From: Dave Erickson, Parks, Recreation and Cultural Services Director

Re: Election of Secretary and Vice Chair

Date: April 5, 2018

# **ACTION REQUESTED:**

Elect Secretary – process outlined below

#### **BACKGROUND:**

#### **COMMISSION OFFICERS:**

This item has been carried forward from several previous meetings. Background has been provided previously. The Commission is still in need of a Secretary.

#### THE PROCESS

How to appoint/elect. The nomination process is as follows:

When the Commission is ready to select a new Secretary, the Chair will open nominations for the position. Commissioners would then nominate a (hopefully) willing candidate. The nomination would read:

"I nominate	to serve as Secretary of the Arts, Recreation and Parks Commission for the
remainder of 2018 "	

The Chair would then ask if there are other nominations.

After the slate of candidates is proposed, the nominations are closed and a vote on each of the nominations takes place. In the event of a tie, the Chair casts the deciding vote.



Parks, Recreation and Cultural Services Department

To: Arts, Recreation and Parks Commission

From: Dave Erickson, Parks, Recreation and Cultural Services Director

Re: Project Updates
Date: May 15, 2018

# **ACTION REQUESTED:**

Informational.

#### **BACKGROUND:**

The following is a list of current departmental activities. An update of each will be provided at the meeting as time allows.

#### **ARTS**

- Stevens/Mission Project
- Out of the Box Washington/Miller Boxes
- Art on the Avenues

#### **PARKS**

- Agreements 9<sup>th</sup> Street Parking Permit Termination PUD Scheduled for Council consideration on 6/28
- 9<sup>th</sup> Street Parking Paving
- Lincoln Park Shelter installation
- Lincoln Park Grants \$1,292,500 grant applications Olympia May 21-25 and August 13-17
- Hale Park Phase Two Awaiting \$914,500 grant contracts, RFP
- Okanogan Park Site Master plan process on hold due to staffing workload
- Kenzie's Landing \$1,000,000 grant, annexation process underway, Olympia May 21 and August 13-17
- 9<sup>th</sup> Street, Piere Street, 5<sup>th</sup> Street, Thurston Street Visual improvement Plans
- Memorial Park No progress due to staff workload.
- Security Cameras Hale Park, Locomotive Park and Skyline Drive cameras here, awaiting installation
- Skyline Drive Overlook PW/PUD poles, electrical, lighting.
- Washington Park Public Works Wilson Street Trees
- Saddle Rock Remediation \$900,000 grant, scope of work, agreed order
- City Pool Liner
- Saddle Rock Gateway Hydroseeding.
- Kiwanis Methow Park Engineering, TPL Restricted Use
- Rotary Parking and Shelter, SEPA and building permit review

### **RECREATION**

- Special Olympics Golf and Softball
- Special Needs Social Program 6/7 Dance, 7/12 Apple Sox, 7/27 Concert
- Youth Track and Field through mid-June.
- Wading Pools Started 6/25

- Rotary Splash Pad began Memorial Day
- Day Camp Started 6/18
- Sports Camps Started 6/18
- Summer Concert Sponsorships
- Swimming Lesson registration 6/14, Pool open for regular season 6/16, Lessons start 6/18

# **ADMINISTRATIVE**

- Vehicle Purchased awaiting delivery
- Federal Building
- Staffing Staffing request 6/14, trainings: 6/5, 6/10, 6/13, 6/14, 6/17
- Budget 2019



To: Arts, Recreation and Parks Commission

From: Dave Erickson, Parks, Recreation and Cultural Services Director

Re: Grant Update Date: May 29, 2018

### **ACTION REQUESTED:**

Informational.

#### **BACKGROUND:**

The following is an update of current grant related work. New information is highlighted in ORANGE.

RCO = State of Washington Recreation Conservation Office
YAF = Youth Athletic Facility Account
WWRP = Washington Wildlife and Recreation Program
LWCF = Land and Water Conservation Fund

#### **Chelan Douglas Developmental Disabilities Grants**

The \$16,448.75 grant application for 2017/18 concluded. The grant provides funding support of the Special Needs Social Program and Special Olympics. Prepared and presented a grant for 2018/19. The \$16,448.75 application was successful.

# Kiwanis-Methow Park Renovation RCO LWCF Grant

The \$500,000 grant application is a companion to the WWRP grant for the park. The grant contract was accepted by the City. The grant extension request was approved by the State. Construction is scheduled for 2019.

### Kiwanis-Methow Park Revitalization RCO WWRP Local Parks Grant

The \$500,000 grant would complete projects to enhance Kiwanis Methow Park. Same process and timeline as the LWCF grant. Construction is scheduled for 2019.

#### Hale Park Phase Two Construction RCO WWRP Local Parks Grant

The \$500,000 grant will add restrooms, skate park, play area and picnic shelter in Hale Park. We are waiting for grant contracts to be issued by the State. They indicated that we should have the agreement by early June. Final engineering in 2018, construction would occur in 2019.

# Hale Park Phase Two Development LWCF Grant

The \$414,500 grant would add restrooms, skate park, play area and picnic shelter in Hale Park. This is following the same timeline as the Hale Park WWRP Grant. Final engineering in 2018, construction would occur in 2019. There are a few new requirements with this grant including requiring poured in place play

area surfacing and having a professional archaeologist on site during construction. We should be able to accommodate this in the existing budget as we were able to complete the parking construction in phase one instead of phase two.

#### **Kiwanis-Methow Park RCO Youth Athletic Facilities Grant**

The \$220,000 renovation grant application would convert the grass multi use field to a field turf surface. The application was submitted May 1 and the application process will continue through the summer. We will know where we rank in August. If successful, construction would occur in 2020.

#### **Lincoln Park RCO Youth Athletic Facilities Grant**

The \$292,500 grant application would construct the full size soccer/lacrosse field, new restrooms and safety fencing in Lincoln Park. The application was submitted and the application process will continue through the summer. We received the application back from the technical review evaluation and are adjusting the application as needed. We are competing against 58 other applicants statewide in this category. We will know where we rank in August. If successful, construction final engineering would occur in 2019 with construction in 2020.

### **Lincoln Park Improvement RCO WWRP Local Parks Grant**

The \$500,000 grant application will replace the stage and play area; add a water play area, second picnic shelter, bmx pump track, trees and upgrade utilities and parking in Lincoln Park. The initial application was submitted and the project presented at technical evaluation meetings in Olympia in May. It was well received and is competing against over 90 other projects statewide. The application will be presented again in August in Olympia with the ranked list of projects available in September. If successful, final engineering would occur in late 2019 with construction in 2020.

# **Lincoln Park Improvement Kingston Memorial Fund Grant**

The \$8,000 grant application would add memorial benches along the main walkway in Lincoln Park. If successful, installation would occur in 2020. Presented the grant to the Lions grant committee on April 17. Awaiting results.

# **Lincoln Park Improvement RCO LWCF Grant**

The \$500,000 grant application will replace the stage and play area; add a water play area, second picnic shelter, bmx pump track, trees and upgrade utilities and parking in Lincoln Park. The initial application was submitted and the project presented at technical evaluation meetings in Olympia in May. The project is competing against 19 other projects statewide in this grant program. The application will be presented again in August in Olympia with the ranked list of projects available in September. If successful, final engineering would occur in late 2019 with construction in 2020.

#### **Kenzie's Landing RCO WWRP Local Parks Grant**

The \$1,000,000 acquisition/development grant application would acquire approximately 60 acres, construct an access road, improve fire protection and construct trailhead in the northwest foothills. The initial application was submitted and the project presented at technical evaluation meetings in Olympia in May. The review committee seemed to view the application very favorably. It is competing against over 90 projects statewide. The application will be presented again in August in Olympia with the ranked list of projects available in September. If successful, acquisition would occur in 2020 with construction in 2021.

# **Department of Ecology Remedial Action Grant**

The \$900,000 application that was submitted in 2013, 2015 and 2017 for Saddle Rock was included in the

State supplemental budget. The project will improve the main trail, drainage improvements and extensive habitat restoration. The project has been split into two phases. Final engineering is scheduled to occur in late 2018 with construction in 2019. A second \$1,244,170 grant application was prepared and submitted. Received notification that \$900,000 was approved. Meeting with Ecology staff daily and working to develop the agreed order and phased scope of work. This is already a highly labor intensive project. If all of the final engineering is completed, the project would go to bid over the winter for construction of phase one next summer/fall. Construction of phase two would occur in 2020/21.

# **Bloomberg Public Art Challenge Grant**

The \$464,600 grant would create community art events and construct lighted art walkways and crosswalks that lead to a new stage in Lincoln Park. Application for the highly competitive grant was submitted.



To: Arts, Recreation and Parks Commission

From: Dave Erickson, Parks, Recreation and Cultural Services Director

Re: City Council Items
Date: May 19, 2018

# **ACTION REQUESTED:**

Informational.

#### **BACKGROUND:**

The following is a report of parks, arts and recreation related items that the City Council has, or will be considering in the near future. The schedule is tentative and is subject to change.

# April 19, 2018 City Council Work Session

- ✓ Skyline Drive Overlook Presentation by Commission
- ✓ Kiwanis Methow Park Update

#### May 10, 2018 Regular City Council Meeting

✓ Art Month Proclamation – Accepted by Commissioner Peterson

# May 24, 2018 Regular City Council Meeting

Aquatic Safety Month Proclamation – Accepted by Staff

#### June 14, 2018 Regular City Council Meeting

✓ No items scheduled

# June 28, 2018 Regular City Council Meeting

- ✓ Hale Park Phase Two RCO WWRP and LWCF Grant Acceptance\*
- ✓ Saddle Rock Remedial Action Grant Acceptance
- ✓ Saddle Rock Agreed Order Authorization of Mayor's Signature\*
- ✓ Sophia Dillon Re-appointment\*
- ✓ PUD and Row and Paddle Club Termination of Permits

<sup>\*</sup> tentative and subject to change



To: Arts, Recreation and Parks Commission

From: Dave Erickson, Parks, Recreation and Cultural Services Director

Re: Commissioner Roundtable and Committee Reports

Date: May 24, 2018

# **ACTION REQUESTED:**

Information only.

# **BACKGROUND:**

This is a placeholder item that was added to the agenda to provide opportunity for regular reports from Commission sub-committees and also individual Commission members.

- City Property/Facility Committee Dowell, Farrar, Langager May 30 meeting
- Sports Foundation Adan and Dowell
- Arbor Day Committee Urdahl
- Arts and Culture Committee Urdahl, Peterson, Farrar
- North Wenatchee Planning Sub Committee Farrar, Peterson